

National Park Service

National Park Service
U.S. Department of the Interior



**NORTHEAST REGION
INVENTORY AND MONITORING PROGRAM**

NPSpecies Data Management Plan

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DRAFT

Developed by:

Linda L. Fabre
NCBN NPSpecies Data Manager
University of Rhode Island

Jennifer Stingelin-Keefer
ERMN& Mid-Atlantic NPSpecies Data Manager
Pennsylvania State University

Sara Stevens
Data Manager
Northeast Coastal and Barrier Network

Purpose

This document describes standards maintained by the Northeast Region (NER) for population and maintenance of the NPSpecies database. It provides guidance for regional NPSpecies Data Managers on maintaining accurate and up-to-date information within the database, supplementing the information provided at: <http://science.nature.nps.gov/im/apps/npspp/Documents.htm>. Currently, the Northeast Region maintains NPSpecies databases for four Networks of parks (38 parks), The Northeast Coastal and Barrier Network, The Northeast Temperate Network, The Eastern Rivers and Mountains Network and the Mid Atlantic Network and the Appalachian Trail. With the exception of the Northeast Temperate Network, all databases are maintained centrally by cooperators at the University of Rhode Island (URI) and Penn State University (PSU).

Goals and Objectives

The goal of the National Park Service (NPS) NPSpecies database is to store, manage and disseminate scientific information on the biodiversity of all organisms in all National Park units throughout the United States. This includes ensuring that information released to the public is developed from reliable and scientifically valid sources. To meet this goal the Northeast Region (NER) identified the following objectives to document, review and verify the quality of information in the database (Detailed criteria for data standards and use are provided in *Northeast Region NPSpecies Data Management and Entry Standards*: Appendix X.):

Data will be scientifically accurate

- NER NPSpecies data must meet criteria for scientifically valid data described in the *Northeast Region NPSpecies Data Management and Entry Standards: Appendix X*
- Taxonomic experts will certify data
- Data will be re-certified on a regular basis

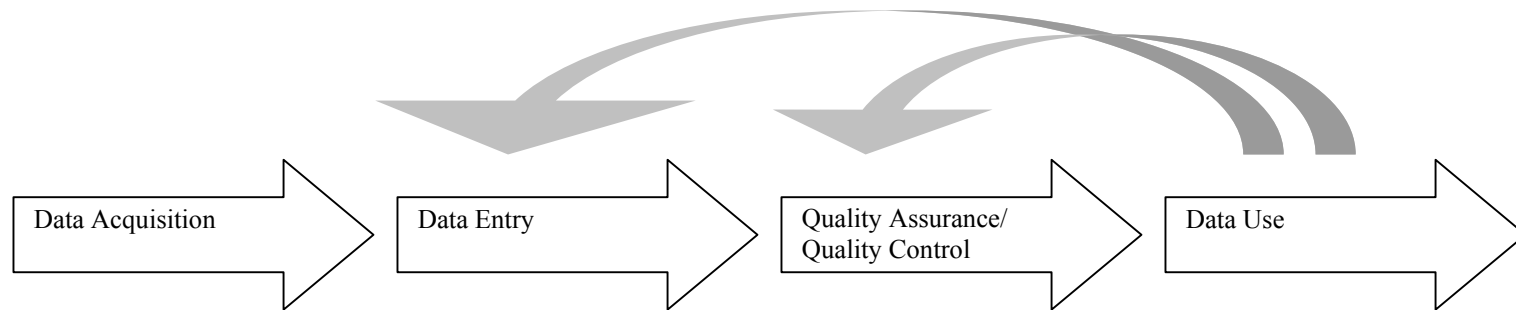
Data entry and management will be consistent

- Data in the NPSpecies databases will be entered and managed according to the *Northeast Region NPSpecies Data Management and Entry Standards*:: Appendix X
- Data in the NER NPSpecies databases will be certified according to the *Northeast Region Certifier's Guide*: Appendix Y
- Metadata for each NER park NPSpecies database will be maintained according to the *Northeast Region NPSpecies Data Management and Entry Standards*: Appendix X

Data will be up-to-date

- Species data and evidence will be entered as they become available from Network parks Inventory and Monitoring Projects, Regional Science Projects and other sources.

NPSpecies Database Workflow



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|--|--|---|--|
| ▪ Data from park research Inventories or Monitoring Programs | ▪ Ensure use of <i>NER Data Entry Standards Manual</i> | ▪ Ensure use of <i>NER Data Entry Standards Manual</i> | ▪ Assist NPS staff with database use |
| ▪ Compliance activities | ▪ Enter new data | ▪ Prepare databases for taxonomic expert review and verification | ▪ Ensure data is online for public viewing |
| ▪ Incidental observations | ▪ Enter legacy data | ▪ Assist taxonomic experts with database verification | ▪ Manage Logins |
| ▪ Data mining to locate legacy data: museum vouchers, literature, and park files | ▪ Flag sensitive species | ▪ Review and submit QA Certification document and data for upload | |
| | ▪ Track Database Changes | | |

Websites and Appendices

NPSpecies Documents and Training:

Administration:

Biodiversity Service Center:

NPSpecies Data Mining/Geo-Reference Tools:

Nature Guides:

Appendix X:

Appendix Y:

<http://science.nature.nps.gov/im/apps/npspp/Documents.htm>

<http://science.nature.nps.gov/im/apps/npspp/Administration.htm>

<http://science.nature.nps.gov/im/inventory/biology/index.htm>

<http://science.nature.nps.gov/im/apps/npspp/DataMine.htm>

<http://www.enature.com/parks/natureguides.asp>

NER NPSpecies Data Management and Entry Standards

NER Certification Guide

Roles and Responsibilities

NPSpecies Points of Contact (POC) (Currently the responsibilities listed below are handled by two NPSpecies Data Managers Cooperators, at URI and PSU, and overseen by the Network POCs)

- Verify any existing reference and voucher data in the existing NER NPSpecies databases
- Populate the database with additional occurrence records from the best available references.
- Ensure data are entered into NPSpecies databases according to the *NER NPSpecies Data Entry Standards Manual*
- Ensure data uploaded to the NPSpecies online-version is reviewed for accuracy and necessary edits are made
- As-needed, assist taxa experts with database certification by providing any required training materials and NPSpecies navigation support.
- Review QA filters once certification is deemed complete
- Conduct data mining to obtain legacy data
- Contact parks annually for additional data
- Ensure that park databases are provided to appropriate NPS staff and cooperators
- Provide NPSpecies database training to NPS staff and cooperators on an as-needed basis
- Provide NPSpecies database reports as requested by NPS staff and cooperators
- As needed, recommend NPSpecies database re-certification to Network I&M coordinators and Network Data Managers

Taxonomic Experts

- Review and certify assigned database according to *NER Certifier's Guide*
- Run QA filters to ensure required data fields are complete
- Collaborate with assigned NPSpecies Data Manager as needed

NPS Park Staff

- Provide NPSpecies Data Manager with non-I & M reports and other pertinent documents containing information concerning plant and animal species occurrences
- Work with NPSpecies Data Manager to identify sensitive data and management priority issues

Data Resources

- The best available and up-to-date data from parks, local experts, cooperators, Investigator Annual Reports, and other sources that contain lists of documented vertebrates, invertebrates, non-vascular and vascular plants, and fungi
- Legacy data

Tracking Data Entry

The NER NPSpecies Data Managers maintain a simple excel spreadsheet for each park NPSpecies database that tracks the development of each database. Each NER NPSpecies Data

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Manager tracks significant changes made to each database including deletions and edits. Refer to *NER NPSpecies Data Management and Entry Standards; Appendix X* for specific guidelines on structure and formatting.

NPSpecies Web-based and Desktop Versions

- Currently while the Region is in the process of conducting verification and certification of park NPSpecies databases, only the POCs, cooperators working on NPSpecies and taxonomic experts will be permitted to edit each database. At this time, the database does not allow for multiple editors to work simultaneously.
- Logins for the web-based version of NPSpecies will be designated by the POCs. At this time, only POC's, cooperators working on the database and taxonomic experts will be given editor status. Read-only access will be given to all other individuals as requested.

Uploading to NPSpecies Online

- There is no set schedule for upload. As data is entered into each database, uploads will occur on an as-needed basis.
- All uploads will be reviewed by the NER NPSpecies Data Managers
- Each version of the park database uploaded to the online version will be archived for future reference. Refer to the *NPSpecies Data Management and Entry Standards* for file naming conventions and data archive protocol.

Informing the Parks

In December of every year, each park will receive a brief update for their park. Each update will contain the parks species' status and what was accomplished in the specific database for each park.